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# Justice Bulletin

**Montana Board of Crime Control**  
***Website [mbcc.state.mt.us](http://mbcc.state.mt.us)***

*A Publication of the Montana Board of Crime Control 3075 North Montana, PO Box 201408 Helena, MT 59620-1408  
(406) 444-3604 FAX (406) 444-4722*

**Request for Proposals (RFP)**  
**#04-15 (T) Law Enforcement Terrorism Prevention (LETP)**  
**Homeland Security**

**Applications must be postmarked on, or received by August 18, 2004**  
**Project Dates: October 1, 2004 to September 30, 2005**

## **I. Introduction**

The Montana Board of Crime Control (MBCC) will be administering the local portion of Law Enforcement Terrorism Prevention (LETP) grant from the U. S. Department of Homeland Security (DHS). \$2,606,800 of federal money is available through this RFP.

The Board of Crime Control solicited testimony through the Board's website and conducted a statewide METNET meeting to receive the broadest input from law enforcement officials on how the program funds should be used. From these two sources of input the Board decided that the funding be used for interoperability communications.

**(Note: DHS grants are on a reimbursable basis only)**

## **II. Purpose of Grant**

On October 1, 2003, President Bush signed the Fiscal Year 2004 Homeland Security Appropriations Act. The FY 2004 Law Enforcement Terrorism Prevention Program (LETPP) of the Homeland Security Appropriations Act seeks to provide law enforcement communities with enhanced capabilities for detecting, deterring, disrupting, and preventing acts of terrorism.

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The Montana Homeland Security Strategic Plan has identified Interoperable Communication as Goal #2: Establish a statewide, interoperable public safety system that will link the independent wireless voice and data systems (incl. 9-1-1 and public safety radio systems) used by federal, state, local, tribal and private sector responders.

**Interoperable Communications:** Funds provided under this category will allow law enforcement personnel to purchase equipment to ensure interoperable communications between, and among, law enforcement agencies and other emergency service disciplines such as fire and emergency management.

**Interoperable Communications Equipment** - Equipment and systems providing connectivity and electrical interoperability between local and interagency organizations to coordinate Chemical Biological Nuclear & Explosive (CBRNE) response operations. When utilizing ODP program funds in the category of Interoperable Communications Equipment to build, upgrade, enhance, or replace communications systems, sub-grantees should develop a comprehensive interoperable communications plan before procurement decisions are made.

### **III. Eligibility**

**Local jurisdictions that have submitted an approved Homeland Security Strategic Plan and terrorism annex to their Emergency Operations Plan.**

### **IV. Late Applications**

Project applications that are received past the due date will not be considered during the current cycle.

### **V. Match and Sustainability**

There is no match requirement for the Law Enforcement Terrorism Prevention (LETP) program.

### **VI. Funding Period**

Funding period is October 1, 2004- September 30, 2005.

### **VII. Limitations and Fund Use**

Review this list carefully. If you have any questions, call prior to submitting your proposal. Eligible items:

- ♦ Antenna and tower systems

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- ♦ Individual/portable radios, software radios, portable repeaters, radio interconnect Systems
- ♦ Installation costs and shipping charges
- ♦ Mobile Display Terminals

**Provide a list of the requested interoperable communication equipment on the excel spreadsheet that is attached.**

MBCC must follow all terms and conditions of ODP. Please see at:

<http://www.ojp.usdoj.gov/docs/fy04hsgp.pdf>

*Note: In an effort to improve emergency preparedness and response interoperability, all*

- 1) *New or upgraded radio systems and new radio equipment must meet the standards called ANSI/TIA/EIAA-102 Phase I (Project 25). These standards have been developed to allow for backward compatibility with existing digital and analog systems and provide for interoperability in future systems.*
- 2) *If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. (Agencies receiving \$500,000/yr or more in total federal assistance will be required to have an audit performed in accordance with federal circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.)*

### **VIII. Application Requirements**

**All successful applicants for grant award funds from MBCC must agree to the following:**

- ☐ Submit quarterly narrative, data and financial reports in the prescribed format according to the MBCC time frames.
- ☐ Submit an annual report, which is the final quarter report. The report will summarize the year's activities, challenges, accomplishments and an evaluation of the project.

### **IX. Special Requirements**

A proposal must:

- 1) be approved by the TERC/LEPT (Signature Page can be found on the website at: [Section 6a](#)).
- 2) be multi-agency with signed Memorandum of Agreements (MOA) outline multi-agency participation, collaboration and support of the project Mail to MBCC with signature page(s).
- 3) enhance interoperable communications.
- 4) have an SIEC (State Interoperability Executive Committee) approved plan.

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- 5) clearly identify the Goal and Objective(s) from the local strategic plan that the communication equipment is intended to address.
- 6) Include a flow chart clearly identifying the start and finish of each phase of the project, when equipment is to be purchased, installed, and tested and when the anticipated reimbursement will be needed.

### **X. Selection Process**

The staff of the MBCC will conduct an initial screening of the proposal to check for completeness of the application. The fiscal and program managers will review the applications and summarize their findings to the Homeland Security Committee, which will function as the subgrant review committee of the Board of Crime Control.

The Homeland Security Committee will review all proposals. The Board of Crime Control will determine which applications to fund.

### **XI. Uniform Crime Reporting**

In order to receive federal pass-through dollars, it is Board policy that law enforcement agencies report crime data to MBCC. If the grant is for a law enforcement agency, the law enforcement agency must be reporting Uniform Crime Data to the Board of Crime Control. The crime data must be compliant with the Montana Incident Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, they may submit a Memorandum of Understanding (MOU) and the board will decide if the MOU would justify a waiver until the agency becomes compliant. Contact staff if you are unsure of your status. For more information please contact Don Crabbe at (406) 444-2077 [dcrabbe@state.mt.us](mailto:dcrabbe@state.mt.us).

Agencies needing crime data to complete their applications can locate that information at [www.mbcc.state.mt.us](http://www.mbcc.state.mt.us).

### **XII. Awards & Appeals**

Following the review of the applications by the Homeland Security Committee, a notice will be sent to the applicant agencies with the recommendation that will be presented to the Board. In the case where the Homeland Security Committee recommends a grant application for denial, the applicant may, if there are substantive reasons, appeal the recommendation to the full Board. Notice of appeal must be made in writing to the Executive Director of the Board of Crime Control at least 10 days prior to the Board meeting and a representative must appear before the Board at the next meeting.

Board actions are passed on to the successful applicants following the Board meeting.

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### **XIII. Application Procedures**

**Requesting an Application.** Call the MBCC office at (406) 444-3604 and request an Application Kit. Indicate the RFP number. You will be sent an application and guidelines. You must comply with all instructions. Also you can access us on the Internet at [www.mbcc.state.mt.us](http://www.mbcc.state.mt.us) and our e-mail address is [mbcc@state.mt.us](mailto:mbcc@state.mt.us)

**Who to Call for Assistance:** If you need assistance in the preparation of the application, or if you have financial questions, please contact the following staff.

| <u>Fiscal</u> | <u>Phone</u> | <u>Program</u>    | <u>Phone</u> |
|---------------|--------------|-------------------|--------------|
| Don Merritt   | 444-2076     | Chris Christensen | 444-2947     |

All 2004 LETP applications will be submitted to the MBCC using the new on-line application procedure. Go to MBCC website, <http://mbcc.state.mt.us/grants/index.shtml>, and choose Applying for Grants. On the Applying For Grants page scroll down and click on Apply Online. On the Online Subgrant Application Process page click on the New User button. At the Request New User ID page choose your own User ID and your own Password. At the First and Last Name, use the name of the Project Director. At the completion of the New User ID page click the Create button. The request for accessing the application process is complete and the information is automatically sent to MBCC by e-mail. Within seven (7) days you will receive an e-mail from our office indicating your authorization to use your User ID and Password to complete your application.

**Mailing Requirements:** Mail the original signature page, letters of support, and any non-electronic item the applicant wants to make a part of the application to MBCC. Application copies are not necessary.

**Emailing Requirements:** The electronic application must be submitted by 5 PM on August 18, 2004.

**Faxing.** *Faxed applications will not be accepted.*

**Application Check List:** Please refer to this checklist before sending your application.

**Electronically Submit Application:**

- ☐ Face Sheet
- ☐ Executive Summary
- ☐ Project Budget
- ☐ Budget Narrative
- ☐ Project Narrative
- ☐ Special Assurances and Conditions

**Email to MBCC at [mbcc@state.mt.us](mailto:mbcc@state.mt.us):**

- ☐ Excel Equipment Budget Sheet at [Equipment Purchase Budget Detail Worksheet](#)

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- ☐ Signature Page
- ☐ TERC/LEPT Signature Page
- ☐ Signed MOA's
- ☐ Any other supporting documentation

**Deadline(s).** Applications for RFP- 04-15 (T) LETP must be sent to MBCC not later than **August 18, 2004 at 5 p.m.**

**Receipt Verification.** All applicants will be informed in writing that their application has been received and will be assigned a grant number and contact person from MBCC.

*Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 3075 N. Montana, PO Box 201408 Helena, MT 59620-1408. Phone (406) 444-3604 or FAX (406) 444-4722.*

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Section6a. TERC/LEPT Signature Page  
Subgrant Application for Montana Board of Crime Control

**Original Signatures are Required**

| TERC/LEPT Chair |                |
|-----------------|----------------|
| Name            | Title          |
| Address         | City/State/Zip |
| E-mail          | Telephone      |
| Date            | Signature      |